



ELEMENTARY KEYBOARDING

1 Minute Timed Writing - 85% hfw

As you work for higher skill, remember 8
that how well you key fast is just as 17
important as how fast you key. How well 25
you key at any speed depends in major 33
ways upon the technique or form you use. 41
Bouncing hands and flying fingers lower 49
the speed, while quiet hands and low 56
finger reaches increase speed. 62

1 2 3 4 5 6 7 8



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Few of us ever reach what the experts 8
believe is perfect technique, but all of us 17
should try to approach it. We must realize 26
that good form is the secret to higher speed 35
with fewer errors. We can then focus our 43
practice on the improvement of the features 52
of good form that will bring success. 59

1 2 3 4 5 6 7 8